

First Day (Supervisor or designee works with employee): Check box when completed

<input type="checkbox"/>	Introduce new employee to their Volunteer Team Leader (VTL)
<input type="checkbox"/>	Show new employee evacuation routes in the event of a building alarm
<input type="checkbox"/>	Show new employee location of their Assembly Area(s)
<input type="checkbox"/>	How to update personal information on MyHR to receive ALERTME emergency messages

Online Training must be completed within 30 days of employment

- Please log into [CSULearn](#) to access all assigned training.
For technical problems, please contact ayesha.lee@csueastbay.edu
- New Employee Safety Orientation: After logging into CSULearn, click on the “Assigned Learning” tab. If you don’t see the courses in the “Assigned” tab, you can search for the courses using the search feature.
- Check box when training is complete.

New Employee Safety Orientation, Sexual Misconduct & FERPA/Data Security Training (all new employees):

- [Emergency Evacuation, Response and Preparedness](#) (course ID: scorm12_spcentralsta_rt_csueb_evaceprep)
- [CSU - Injury and Illness Prevention \(IIPP\)](#) (course ID: CSUEASTBAY-CURRIC-IIPP)
- [Gender Equity and Title IX - Sexual Misconduct Prevention](#) (course ID: CSUEASTBAY-CURRIC-SMPS)
- [Sexual Harassment Prevention for Non-Supervisors](#) (course ID: CSUEASTBAY-CURRIC-SHPNS)
- [Data Security and FERPA](#) (course ID: CSUEASTBAY-CURRIC-DSP)

MPPs, managers, and supervisors must also complete the course(s) below. Designated employees will also be assigned Conflicts of Interest.

- [Sexual Harassment Prevention for Supervisors](#) (course ID: CSUEASTBAY-CURRIC-SHPS)
 - Not required – employee will not be supervising Staff, Faculty, or Students*
- [Avoiding Conflicts of Interest](#) (course ID: CSUEASTBAY-CURRIC-COI)
 - Not required – employee does not have a designated role*

The following courses must be completed **before** operating any vehicle for University’s business, *this includes carts*:

- Not required at this time – will not operate any vehicle for university business, including carts.*
- ["Authorization to Release Driver Record"](#)** form submitted to Human Resources, SA 2600.
Questions—Contact Human Resources at 510-885-4024 or email ayesha.lee@csueastbay.edu
- Defensive Driving Training is completed. *To search for the course, type “defensive driving” in the search box. Take course title ["Defensive Driving Program"](#) (course ID: CSUEAST-CURRIC-DDP).*
- Completed course [Operating Rules for University Vehicles on Campus](#)—if driving University’s vehicle

All new employees at CSUEB are required to complete this **mandatory** training within **30 days** of employment or **before** using a vehicle for university business. Supervisors are responsible to ensure new employees complete the training. New employees include all Staff, Faculty, Student Assistants and Temporary Employees. When training is completed and verified, the supervisor should complete, sign, and submit this form to Human Resources (SA 2600).

Employee’s Name _____ NetID _____

Supervisor’s Signature _____ Hire Date _____

Department _____ Date _____

